



# Montana 2007-2008 FCCLA Study Guide

### FCCLA Mission

To promote personal growth and leadership development, through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through-

- **Character development;**
- **Creative and critical thinking;**
- **Interpersonal communications;**
- **Practical Knowledge;**
- **Vocational preparation.**

### National Publications

- *Teen Times*, the official magazine of FCCLA, is published quarterly during the school year and distributed to affiliated members.

#### **Family, Career and Community Leaders of America Inc.**

National Headquarters  
1910 Association Drive  
Reston, Va. 20191-1584  
<http://www.fcclainc.org>

### The FCCLA Emblem

- **Ellipse-** portrays the dynamic and all encompassing strength and presence of Family, Career, and Community Leaders of America.
- **Arrow-** symbolizes our ongoing quest for excellence as Family, Career, and Community Leaders of America.



### FCCLA COLORS

**FCCLA Motto:** "Toward New Horizons"

#### **FCCLA Flower:**

**Red Rose** symbolizes a desire for joy in everyday living.

**FCCLA Colors:** Red and White

**Red** suggests strength, courage and determination.

**White** symbolizes sincerity of purpose and integrity of action.

### Outreach Program

2007-08 National Outreach Project:  
FCCLA will collaborate **Feed the Children**

### Power of One





This is an exciting, self-directed program that lets you Set goals for yourself and work to achieve them through Five fun, activity-filled units.

- **A Better You**
- **Family Ties**
- **Working on Working**
- **Take the Lead**
- **Speak Out for FCCLA**

### FCCLA History & Facts

- In Chicago, on **June 11, 1945**, the organization was founded.
- FCCLA is sponsored by the U.S. Department of Education and the American Association of Family and Consumer Science.
- FCCLA Tagline is "**The Ultimate Leadership Experience.**"
- **FCCLA Motto** is "Toward New Horizons"
- FCCLA 2007 Week Theme:  
    **"We've Got the Power"**
- The state of Montana occupied **11 Districts** and can have up to **13 state officers**, including **two National Candidates.**
- National FCCLA week is held in **February.**
- **FHA/HERO** was changed to **FCCLA** in 1999 in Boston, MA.

### FCCLA Creed

<p><i>We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.</i></p> <p><i>For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, Homes for America's future, Homes where living will be the expression of everything that is good and fair, Homes where truth and love and security and faith will be realities, not dreams.</i></p> <p><i>We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.</i></p>	<p><b><u>The FCCLA Purpose</u></b></p> <ol style="list-style-type: none"> <li>1. To provide opportunities for personal development and preparation for adult life.</li> <li>2. To strengthen the function of the family as a basic unit of society.</li> <li>3. To encourage democracy through cooperative action in the home and community.</li> <li>4. To encourage individual and group involvement in helping achieve global cooperation and harmony.</li> <li>5. To promote greater understanding between youth and adults.</li> <li>6. To provide opportunities for making decisions and for assuming responsibilities.</li> <li>7. To prepare for the multiple roles of men and women in today's society.</li> <li>8. To promote family and consumer sciences and related occupations.</li> </ol>
<p><b><u>Regions</u></b></p> <p><b>Central Region-</b> Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin</p> <p><b>North Atlantic Region-</b> Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia</p> <p><b>Pacific Region-</b> Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming</p> <p><b>Southern Region-</b> Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands</p>	<p><b><u>Ultimate State Officer Academy</u></b></p> <p><b><u>Phase 1</u></b> – National Leadership Meeting 2007 – Anaheim, CA</p> <p><b><u>Phase 2</u></b> – October 1-3 in Washington D.C.</p> <p><b><u>Phase 3</u></b> – Cluster Meeting – November</p> <p><b><u>Phase 4</u></b> – National Leadership Meeting 2008 – Orlando, FL</p> 
<p><b><u>FCCLA Future Meetings Sites &amp; Dates</u></b></p> <ul style="list-style-type: none"> <li>• <b>National Leadership 2008</b> <ul style="list-style-type: none"> <li>- <u>July 13-17, 2006</u> in Orlando, Florida</li> </ul> </li> <li>• <b>2007 Cluster Meetings</b> <ul style="list-style-type: none"> <li>- <u>November 17-19, 2005</u> in Denver CO &amp; Minneapolis, MN</li> </ul> </li> </ul> 	



## **2008 State FCCLA Leadership Conference:**

**When:** March 27 – 29th

**Where:** Billings, MT

**Theme:** FCCLA is the Reel Deal:-

**Write Your Own Script to Success!**

### **Alumni & Associates**



National Alumni & Associates supporters are former members of FCCLA, FHA/HERO, New Homemakers of America, honorary FCCLA members, present and former Family and consumer sciences and home economics educators, parents, teachers, employers, and other corporate sponsors.

### **Membership Campaign**

**Be Part of It** is the membership campaign.

The six steps of the membership drive are:

- \*Start
- \*Recruit
- \*Retain
- \*Recognize
- \*Affiliate
- \*Plan



### **Adviser Recognition Program**

Advisers can earn national recognition in one of the following categories:

- **Master Adviser**
- **Adviser Mentor**
- **Years of Service**
- **Spirit of Advising**

### **Student Body**

This is a national program that helps young people learn to make informed, responsible decisions about your health. Create fun activities that teach your peers to-

- **Eat right**
- **Be fit**
- **Make healthy choices**



### **Brand FCCLA**

Brand FCCLA is the national image and awareness campaign to gain recognition on a local, state, and national level. National FCCLA will provide members and advisers with the tools and training to promote FCCLA in the best way possible.

### **State Outreach Project**

Montana's Outreach Project will be:

**March of Dimes**

### **Career Connection**

Through individual, cooperative and competitive activities, members discover their strength, target career goals, and initiate a plan for achieving the lifestyle they desire. This program offers six unit Areas-

- **Plug In to Careers**
- **Sign On to the Career Connection**
- **Program Career Steps**
- **Link Up to Jobs**
- **Access Skills for Career Success**
- **Integrate Work and Life**



### **Community Service**

This national program helps members turn youth Concerns into leadership and action to improve local Communities.

- **Receive recognition and awards for your chapter**
- **Have fun helping your community**
- **Conduct a Join Hands Day on June 21<sup>st</sup>.**



### **Dynamic Leadership**

A resource to build strong leaders through FCCLA and family and consumer sciences education. Dynamic Leadership provides information, activities, and project ideas to help young people.

- **Learn about leadership;**
- **Recognize the lifelong benefits of leadership skills**
- **Practice leadership skills through FCCLA involvement**
- **Become strong leaders for families, careers, and communities.**

### **Families First**

This is a national FCCLA peer education program Through which young people gain a better understanding of how families work and learn skills to become strong family members. Its units are-

- **Families Today**
- **You-Me-Us**
- **Balancing Family and Career**
- **Meet the Challenge**
- **Parent Practice**



### **Financial Fitness**

This national program educates you peers to earn, save, and spend money wisely with projects related to-

- **Banking Basics**
- **Cash Control**
- **Making Money**
- **Consumer Clout**
- **Financing Your Future**





### **STOP the Violence – (Students Taking on Prevention)**

This national program is a peer-to-peer outreach initiative that empowers students with attitudes, skills and resources to make their school safer. The “3R’s Of STOP are-

- **Recognize**
- **Report**
- **Reduce**



<p style="text-align: center;"><b><u>Step One</u></b></p> <p>Step One is a fast and fun way for old and new members to learn about FCCLA. Complete this activity and notify national headquarters to receive a letter of congratulations and a Step One sticker.</p>	<p style="text-align: center;"><b><u>Japanese Exchange Program</u></b></p> <p>Full scholarships for FCCLA members who are Sophomores and juniors in high school.</p> <ul style="list-style-type: none"> <li>• <b>Six weeks with a Japanese Family</b></li> <li>• <b>Visit fascinating and beautiful sights</b></li> <li>• <b>Develop independence and learn about yourself</b></li> <li>• <b>Sponsored by: The Kikkoman Corps.</b></li> </ul>
<p><b><u>STAR Events (Students Taking Action with Recognition)</u></b></p> <p>This program helps students build skills and achievement in leadership and job-related areas. Events include-</p> <ul style="list-style-type: none"> <li>• <b>Applied Technology</b></li> <li>• <b>Career Investigation</b></li> <li>• <b>Chapter Service Project</b></li> <li>• <b>Chapter Showcase</b></li> <li>• <b>Culinary Arts</b></li> <li>• <b>Entrepreneurship</b></li> <li>• <b>Focus on Children</b></li> <li>• <b>Hospitality</b></li> <li>• <b>Illustrated Talk</b></li> <li>• <b>Interpersonal Communications</b></li> <li>• <b>Job Interview</b></li> <li>• <b>National Programs in Action</b></li> <li>• <b>Occupational Child Care</b></li> <li>• <b>Parliamentary Procedure</b></li> </ul> 	<p style="text-align: center;"><b><u>Leaders at Work</u></b></p> <p>This program recognizes young people who strengthen leadership skills on the job. The goals of Leaders at Work are to recognize career-oriented FCCLA members: encourage members', leadership development, and promote family and consumer sciences and other related occupations. This is available in six career areas related to family and consumer sciences.</p> <ul style="list-style-type: none"> <li>• <b>Early childhood, education, and services</b></li> <li>• <b>Food production and services</b></li> <li>• <b>Hospitality, tourism, and recreation</b></li> <li>• <b>Housing, interiors, and furnishings</b></li> <li>• <b>Textiles and apparel</b></li> <li>• <b>Family and consumer sciences education</b></li> </ul> 

**People to Know**

- Montana State President is **Casey Felz.**
- Montana State Advisor is **Renee Harris.**
- Montana State Parent is **Jane Roedel.**
- National President is **Jason Westerheide.**

## **FACTS**

### **(Families Acting for Community Traffic Safety)**



- Think SMART- (Students Making Awareness Real for Teens)
- Buckle UP
- Arrive Alive

### **FCCLA Planning Process**

- Identify concerns
- Set a goal
- Form a plan
- Act
- Follow up

# Parliamentary Procedure



**Parliamentary Procedure** is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

The **four basic principles** of parliamentary law –

- **Courtesy and justice for all.**
- **One item of business at a time.**
- **The minority must be heard.**
- **The majority must prevail.**

A **motion** is an idea brought before the group for discussion and decision. There are several classifications of motions and a variety of procedures related to them. The four basic types of motions are:

- **Main motion**
- **Subsidiary motion**
- **Privileged motion**
- **Incidental motion**

The **main motion** is used to get group approval for a new project or some other course of action. Use the following procedure: The member rises and addresses the chair.

- When recognized, the member begins the motion with these words: **“I move that...” or, “I move to...”** Never, under any circumstances, say, **“I make a motion...”**
- Following the motion, a second is needed to make sure at least one more member is interested. Members should say, **“I second the motion” or “Second.”** If no one second, the motions die for a lack of a second.

## **Voting on a Motion:**

The method of voting on any motion depends on the situation and the by-laws of policy of your organization. There are **five methods** used to vote by most organizations, they are:

- **By Voice**
- **By Roll Call**
- **By General Consent**
- **By Division**
- **By Ballot**



## **Gavel Usage:**

**1 Tap:** follows the announcement of adjournment, the completion of a business item, or is a message to the member to be seated following the opening ceremony.-

**2 Taps:** is the signal for all members to stand in unison on the third tap.

A series of sharp taps is used to restore order at a meeting. For instance, discussion may venture away from the main motion and attention needs to be brought back to the matter at hand; the chairman should rap the gavel a number of times to get the group's attention.



## Basic Vocabulary For Parliamentary Procedure

### **Acclamation-**

An oral, or voice, vote

### **Affirmation-**

“for” or “yes” vote

### **Adjourn-**

to end the meeting

### **Agenda-**

Order of business for the meeting

### **Amendment-**

a change in or addition to the main motion; amendments can also be amended once

### **Chair, Chairman, Chairperson-**

Person presiding at a meeting

### **Debate-**

Discussion for or against the motion

### **Division (Division of the House)-**

when a member disagree with a voice vote and calls for a counted vote; does not require a second

### **Gavel-**

a tool for calling the meeting to order

### **General (or Unanimous) Consent-**

if there are no objections, passing a motion without debate or vote

### **Majority-**

over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

### **Methods of Voting-**

*Voice vote:* aye and no, general consent; *Roll call:* raising hand or standing; *Ballot:* secret ballot, usually written or recorded by voting machine

### **Minority-**

the smaller number; less than 50 percent

### **Minutes-**

written record of a meeting

### **Main Motion-**

an idea brought before the group for consideration

### **Parliamentarian-**

one who has knowledge of parliamentary procedure and is skilled in its practice

### **Pending-**

has not been voted on; is still “on the floor”

### **Plurality-**

a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

### **Point of Information-**

to ask for clarification

### **Point of Order-**

to correct a breach of order or error in procedure

### **Postpone-**

puts off a motion until some future time

### **Previous Question-**

a call to end discussion and vote on the pending motion; a second is required

### **Putting the Question-**

when chair takes vote for and against a motion and announces the results

### **Quorum-**

minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

### **Second-**

means another member supporters motion

### **Stating the Question-**

chair restates the exact motion after the second and indicates it is open for debate